



Seat Order Timeline for FY04 to FY05

**13 July 04
Ver 1**

FY05 Seat Order Timeline



- 30 Jun, FY04 Seat Orders and Modifications, to include **SIPRNET**, were to be entered into NET and eMp (see SIPRNET Spreadsheet Seat Numbers)
- 1-15 Jul, AOST finalizing all FY04 Seat Order Reviews and forwarding authorization to Comptroller to push Orders ACO approval
- After Orders are in eMp, request to have FY04 Orders sent back, for CTR rework, will not be granted
- If AOST, or ACO finds a reason to push an order back during 1-12 Jul, AOST will contact the RCOR and CTR



FY05

Seat Order Timeline



NO restructuring of CLIN configurations for renewal of current Seat Orders in eMp

- **Transition to new Standardized CLINS will be Gradual**
- **Initially limited to Seats scheduled for Tech Refresh in FY05, as well as, NEW Seat Orders**
- **Reclassification of existing CLINs for FY05 renewal Seat Orders, to the new standardized CLIN configurations, will begin in January 2005**

FY05 Seat Order Policies



- **Training Seats will not be offered during initial FY05 Seat Ordering Process**
- **Training Seat Option will be available sometime after the initial FY05 Orders are placed**
- **Interim recommendation for Training Seats, is to Order CLIN 0001AC (Blue Seat)**
- **AOST will publish process for Ordering when available**

FY05 Seat Order Policies



13 Jul - 28 Jul, AOST preparing for the FY05 Orders,
by forwarding the following files to the RCORs,
CTRs,
and MCTOICs for appropriate Action. RCORs,
CTRs,
and MCTOICs will need work actions return to
AOST by COB 24 Jul.

■ Master UIC Spreadsheet

- Flag all UICs that “will NOT have an order placed in FY05” **(CTR action)**
- Validate or provide changes to each UICs Budget Allocation **(MCTOIC action)**
- Update the CTRs, STOICs, MCTOICs, and RCOR per each UIC **(CTR action)**

■ Master PSI (4-Code) **(CTR action)**

- Validate complete addresses for each PSI Code
- Validate that all UICs are mapped to correct PSI Code (4-code)

FY05 Seat Order Policies



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16-19 Jul, NET Developers will copy the most current FY04 Orders Mod to create FY05 renewal Orders

- **Net Developers will run programs against the FY05 Orders to:**
 - Remove CLIN 4100s (Desktop Refresh)
 - Remove CLIN 21s (DMS)
 - Other discontinued CLINs, eg., any discontinued peripherals

- **For the FY05 renewals, AOST will work with the Commands to help facilitate Orders for:**
 - MAG-TAs
 - Blount Island (remains desktop refresh)
 - MCRC Orders

FY05 Seat Order Timeline



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20-31 Jul, FY05 Orders will be available in NET for CTRs to make corrections and change the "Short Name" to the new Naming Convention, then push Order to eMp

1 Aug, ALL FY05 Orders that have not been pushed to eMp, will automatically be submitted by NET Developer to eMp (Navy PEO-IT directed) **(CTR needs to identify any Order that should NOT be pushed to eMp, by submitting a list by UIC and Task Order to AOST by COB 31 Jul.**

2-15 Aug, AOST conducts the Budget Allocation Reviews (12 month Actuals), then notifies Comptroller which FY05 Orders are ready for processing funding documents

FY05 Seat Order Timeline



16 Aug, ALL FY05 Orders in eMp must be at the ACO Review, or Awarded

16 Aug - 1 Sep, AOST and ACO will generate a NON-RENEWAL LIST from NET to be validated by ACO and Commands

1 Sep, ACO Submits validated NON-RENEWAL LIST to Contractor

FY05 Seat Order Timeline



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1 Oct - 31 Dec “Order Lock Down”
NO Modifications to FY05 Orders in eMp,
except
those categories listed on the “Order
Lock
Down Exceptions List” (see FY05
Business
Rules)

Definition of Terms



ACO - Assistant Contracting Officer

AOST - Acquisition Over-Site Team (PM NMCI)

RCOR - Regional Contracting Officer's Representative

CTR - Customer's Technical Representative

STOIC - Site Transition Officer In Charge

MCTOIC - Major Command Transition Officer In Charge